

**Vermilion County Conservation District
Headquarters: Kennekuk County Park
Danville, IL**

**RECORD OF PROCEEDINGS
REGULAR MONTHLY MEETING OF THE
BOARD OF TRUSTEES**

**Wednesday, February 19, 2020
4:30 p.m.
Environmental Education Center, Cellular One Classroom
Kennekuk County Park
Danville, IL**

President Schroeder called the February Regular Meeting of the Vermilion County Conservation District Board of Trustees to order and opened the meeting with the Pledge of Allegiance to the American Flag.

Agenda item number three, Roll Call showed the following to be present.

Trustees Present: Michael P. Arbuckle
Randy A. Johnson
Charles B. Schroeder

Trustee(s) Absent: Shelley K. McLain
Doug R. Staske

In attendance were Executive Director Jamie Pasquale, Associate Director of Administration and Personnel Kim Fox, and Recording Secretary Amy Steeples.

Staff members present included Cole Craft, Lara Danzl, and Gary Tyril.

First order of business, agenda item number four, was the Adoption of, or Amendments to the Agenda.

President Schroeder asked for amendments to the agenda.

Trustee Johnson moved to approve the agenda as presented. This was followed by a second from Trustee Arbuckle. All in favor by acclamation, motion carried.

Agenda item number five. Approval of the Minutes from the January 15, 2020, Regular Meeting.

With no corrections, Trustee Arbuckle moved to approve the January 15, 2020, Regular Meeting Minutes as presented. This was followed by a second from Trustee Johnson. All in favor by acclamation, motion carried.

Item number six. Audience Comments. President Schroeder stated each person has a maximum of three minutes, total maximum of 30 minutes for all audience comments.

Michael Gast, in the audience, was recognized and introduced himself as a resident of Vermilion County since 2005, and a VCCD volunteer since 2006.

President Schroeder and the Board welcomed him.

Agenda item number seven, the Treasurer's Report. President Schroeder asked if there were any questions on items seven a through d. This included the bills, checks and journal entries for January 2020.

Trustee Johnson inquired about White Enterprises.

Associate Director of Administration and Personnel Fox responded they were the company who put in the epoxy floor at the Visitor Center.

With no other questions or discussion, *Trustee Johnson moved to approve the Current List of Bills from January 2020 in the amount of \$16,335.76, which included check #'s 40691 – 40699; the Manual Checks for January 2020 in the amount of \$83,628.71 which included check #'s 40584 - 40598, 40612 – 40616, 40631 – 40642, and 40654 - 40667; and the General Journal Entries for January 31, 2020. This was followed by a second from Trustee Arbuckle.*

President Staske requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee Arbuckle	-	yes
President Schroeder	-	yes

The vote was 3 – 0 in favor, motion carried.

Agenda item number seven e. Report on Cash and Investments. Associate Director of Administration and Personnel Fox reported that as of February 19, 2020, the NOW checking account balance is \$158,835; Illinois Funds Investment Pool balance is \$243,510, the Illinois Funds Money Market Fund totaled \$5,370. First Farmers Bank Money Market Passbook account balance is \$248,420; Central Illinois Bank Money Market passbook account balance is \$248,990. The Health Reimbursement Account (HRA) balance is \$5,680. First Saving Bank NOW account balance is \$148,560; the NOW account at Catlin Bank balance is \$100,035. The 7 mo. CD at Central Illinois Bank at 1.95% interest balance remains at \$102,740; 3 mo. CD [Whittaker Funds] at Iroquois Federal at .70% interest balance is \$103,280, and was just renewed; the 3 mo. CD [Wagner Funds] at Iroquois Federal at .70% interest was also renewed and the balance is \$100,000. The 3 mo. CD at Catlin Bank at .65%; insurance check for hail damage to the roofs remains at \$117,665.

Approximately \$40,000 was taken from the Wagner Funds CD, transferred to the general account because work has begun at the Gannett Outdoor Education Center.

The CD at the Catlin Bank from the insurance for hail damage will be transferred since it matured; roof repair should begin soon.

The grand total of cash and investments for February 19, 2020: \$1,583,085. This compares to \$1,084,639. in February of 2019.

President Schroeder asked if there were any questions regarding the Budget Reports for February 2020.

Trustee Arbuckle commented that interest rates took a dive on renewals.

Trustee Johnson confirmed that the two money market accounts were kept at just under \$250,000 for the FDIC insurance coverage limit per bank.

Associate Director of Administration and Personnel Fox agreed, stating that she is watchful of the balance in those accounts. Any excess is transferred into the checking account.

Agenda item number eight, Specific Items of Business to be Transacted.

Item eight a. Approve roof bids tabled from January 2020 meeting. Executive Director Pasquale had given the Trustees a spreadsheet of the two companies and their bid on each building, along with material cost, which the VCCD will purchase, for each building.

Trustee Johnson stated that Moreman & Sons submitted their bid correctly (*Filotto Construction included material costs with theirs*). *Trustee Johnson moved to approve the bid from Moreman & Sons in the amount of \$115,125.00.*

Brief discussion ensued.

Executive Director Pasquale stated that Moreman & Sons submitted their insurance certificate and license.

With no further questions or discussion, *Trustee Johnson's motion was followed by a second from Trustee Arbuckle.*

President Schroeder requested a roll call vote. The results as follows:

Trustee Johnson	-	yes
Trustee Arbuckle	-	yes
President Schroeder	-	yes

The vote was 3 – 0 in favor, motion carried.

There was nothing for Executive Session.

Agenda item nine a. VCCF Report. Amy Steeples reported that VCCF Chairman Rick Strebing attended the January VCCD meeting. Chairman Strebing stated that the VCC Foundation is ready to help the District with anything that is needed.

Right now, Dallas Bowman, Steve Diveley, Associate Director Fox and the other directors are working on the upcoming fundraising event, the Sportsman's Banquet, set for Saturday, March 14 at Sleepy Creek Vineyards. She referenced the flyer each had been given. Proceeds from this event are dedicated to the Gannett Outdoor Education Center Update and Remodel Project. The VCCF has pledged \$75,000 to the project.

This concluded Representative Reports.

Agenda item ten: Report from the Executive Director. Executive Director Pasquale reported that the Gannett Outdoor Education Center Remodel Project plan has been finalized. New LED lights are installed in the conference room, bath fixtures and new flooring has been purchased, The ADA bathroom stalls will need to be expanded to be up to code, and new heating and cooling options are being considered. The quote for geothermal came in much too high. A new classroom will be added to the east side of the building, and the existing classroom on the back will be deconstructed and rebuilt. New front entryway doors will be installed, and he hopes to run a fiber optic line to the building to connect to the internet and maintain a good phone connection in case of emergency. Most of this work will be done in-house and there is no deadline for completion.

The Kennekuk Visitor Center remodel project is nearing completion. Nick Jeurissen is currently working on installing doors and trim. Executive Director Pasquale has moved back into his office at the Visitor Center.

The maple sap collection is going well. Trees were tapped beginning February 1st, and 500 taps were put out. The past several years 350-400 taps were placed. Yesterday 1,100 gallons of sap was collected, which was a one-day record. He believes the record for a maple syrup production year was 114 gallons. He estimated that 50 gallons has been made so far.

This year, the heating unit for the evaporator was switched from wood to fuel oil. At first the new burner was using 11-14 gallons of fuel to make one gallon of syrup, but Mike Kotcher has the burner dialed in and it is now burning much, much less. The use of a fuel burner has cut down the time to make syrup. The burner heats up immediately, where it took time for the wood fire to reach the proper temperature. This has made the process of making the syrup is less time-wise; but the nostalgia in the use of a wood fire has been lost.

Twenty gallons of syrup is generally saved out for the dinner, the rest is sold beginning that day. Sunday, March 15. The Trustees were given a flyer.

Saturday, March 14, is the Kennekuk Turkey Hunting Draw and that evening the Sportsman's Banquet.

February 20-21, Kim Fox, Lara Danzl, Cole Craft, Gary Tyrl, Nick Jeurissen and he will attend the annual IACD Conference and Meeting at Starved Rock State Park.

The next VCCD Board of Trustees Meeting will be Wednesday, March 18, 4:30 p.m.; Forest Glen Preserve

Agenda item ten a. Report from the Associate Director of Administration and Personnel. Associate Director of Administration and Personnel Fox reported that she is currently working on the District's Record Retention Plan, which the District does not have now. She has a meeting with the Illinois State Archive Representative soon for her to ascertain the amount and type of records the District currently has. This must be done so that a plan can be written outlining the retention of certain files and some files can be destroyed legally. Electronic storage is not cost efficient nor recommended due to changes in formats.

Agenda item eleven: President's and Trustee's Comments.

President Schroeder is glad to be back. He noted that Trustee Johnson has been working at Heron County Park on the Tower there; he thanked him for his time.

Trustee Johnson wanted to thank the staff for all they do. Parks look in good shape.

In regard to the Kickapoo Rail Trail, he has been in contact with Halverson, the general contractor on the project and he may be starting on the decking in mid-April. They are waiting on materials.

Trustee Arbuckle had no comment.

With no further discussion and all business transacted, *Trustee Johnson moved to adjourn the meeting at 5:03 p.m. This was followed by a second from Trustee Arbuckle. All in favor by acclamation.*

Shelley McLain
Secretary
VCCD Board of Trustees